



## **On-the-Job Training (OJT) Employer Frequently Asked Questions (FAQs)**

On-the-job training (OJT) is a training strategy that the workforce system can offer local employers and job seekers. OJT puts individuals to work earning a wage while receiving training. OJT puts individuals to work earning a wage while receiving training. Even better, employers can be reimbursed for the costs associated with training this new employee. Both employees and employers can see the benefit from day one.

### **What is On-the-Job Training (OJT)?**

- Training by an employer that is provided to a paid participant while he or she is engaged in productive work that provides skills essential to the full and adequate performance of the job.
- OJTs involve a “learn by doing” method that allows an employee to obtain industry skills on the job.

### **What is the benefit of an OJT to me as an employer?**

- Assists with the costs of training new employees
- Training is aligned with skills required for the occupation
- You will realize gains in productivity as the worker learns on the job.

### **What types of jobs are eligible for an OJT?**

- Jobs must be full-time, permanent positions with the employer.
- An emphasis is placed on “H3” jobs: High Wage; High Demand; High Skill.
- To find out if your company’s jobs are H3 jobs, please visit: [h3.ne.gov/H3/](http://h3.ne.gov/H3/)

### **What is my financial obligation to Nebraska Department of Labor for providing OJTs?**

- There is no financial cost for employers or workers to participate in OJT activities.

### **What paperwork is required for OJTs?**

- Pre-award application (once per year for each worksite location)
- OJT contract and assurances (once per year for each worksite location)
- OJT training plan (a separate plan for each OJT participant)
- Employer reimbursement form

### **How long does an OJT last?**

- OJTs are limited to the length of time that is appropriate to the training for the position and cannot exceed 6 months.

### **Is there a limit on the number of OJTs my company can do?**

- No, businesses have the option of hiring multiple people for OJTs.

### Can I do an OJT with an existing or previous employee?

- No, this is not allowable.
- OJT participants must be enrolled in the NDOL program prior to working at the company.
- OJT cannot be provided for individuals who previously worked at a company, regardless of their previous position or the length of time since their employment.

### How much will my company be reimbursed for an OJT?

- Employers are eligible to receive up to 50% wage reimbursement for each worker in a qualified OJT.

### What is needed for my company to be reimbursed for an OJT?

- A "Request for Reimbursement" form must be submitted at least quarterly, but no more than monthly.
- The request for reimbursement must be accompanied by official company payroll records.

### Where are OJTs available in Nebraska?

- OJTs are available statewide.

### How do I find out more about OJTs in my area?

- Contact your nearest Career Center.

